



January 2009

SCHOOL FINANCE UPDATE

A Monthly Newsletter Published by the School Finance Division

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This newsletter is emailed to school districts, county superintendents, county treasurers, and auditors each month. The newsletter is intended to reach all district staff involved in budgeting, accounting, enrollment, special education funding, and federal programs. Please forward it to all interested parties. Got suggestions for items to include here? We'd love to hear from you!

Please Review Quality Educator Report

Please review your district's staff assignments that will be used for the FY2010 Quality Educator payment. OPI has posted a report on our website at <http://data.opi.mt.gov/QualityEdFte/Default.aspx> for each district to review the personnel assignments submitted on the Annual Data Collection.

The last section of the report shows the assignments that will **not** be included in the Quality Educator payment. An assignment is ineligible for the payment because: 1) it does not require a license, or 2) the employee did not hold a valid educator or professional license as of December 1, 2008.

Any corrections to your district information must be reported to OPI in writing (mail, fax, or e-mail) by **Friday, January 16, 2009**. Please send corrections with a brief explanation to:

Karen Crogan, OPI Accreditation Division
P.O. Box 202501
Helena, MT 59620-2501
kcrogan@mt.gov
Fax: (406) 444-1371

If approved, the changes will be reflected on the FY2010 general fund preliminary budget data sheets that OPI will post to the website by March 1, 2009.

OPI Contact: Karen Crogan (406) 444-2410 or kcrogan@mt.gov

February 2, 2009 Spring Enrollment Count

The Spring Enrollment count date is Monday, February 2, 2009. If February 2 is not a school day for your district, use the next school day for your enrollment count. The deadline for submitting the enrollment reports is February 9, 2009.

OPI encourages communication between the registered MAEFAIRS user and the district AIM specialist to ensure that spring enrollment counts reported in MAEFAIRS match student information uploaded to the state AIM system.

OPI will notify school district officials and county superintendents when the MAEFAIRS system is available for spring enrollment reporting.

OPI Contact: [Nica Carte](mailto:Nica.Carte@mt.gov), (406) 444-4401 or ncarte@mt.gov

IRS Mileage Rate for 2009

Effective January 1, 2009, the reimbursement rate for personal car mileage driven in connection with State business is decreased to 55 cents per mile. The rate is authorized by MCA 2-18-503 and is made in conjunction with the official change by the Internal Revenue Service (IRS). The IRS announcement is available at the following link:
<http://www.irs.gov/newsroom/article/0,,id=200505,00.html> .

OPI Contact: [Rebecca Phillips](#), (406) 444-0783 or rphillips2@mt.gov

FY2008 TFS and FY2009 Budget Reports

The FY2008 Trustees Financial Summary (TFS) and FY2009 Budget Reports will be posted to the OPI website in early January. The OPI will send an official email to notify school district and county officials that the reports are available on the website.

OPI Contact [Donell Rosenthal](#), (406) 444-3024 or drosenthal@mt.gov

FY2010 Indirect Cost Applications

Districts that want to recover indirect costs from federal or state programs administered by the OPI must submit a "Certification and Request for Authorized Indirect Cost Rate" application to the OPI School Finance Division for approval by April 30 each year. Applications for FY2010 indirect cost rates are due April 30, 2009. Approved rates are loaded into OPI's electronic grants management system (E-Grants) when the FY2010 E-Grant applications are available to districts.

The OPI will send an official e-mail to notify districts of the release of the FY2010 indirect cost rate application.

OPI Contact: [Paul Taylor](#), (406) 444-1257 or ptaylor2@mt.gov

School Foods Federal Reimbursement Claim Reminders

The OPI Health Enhancement and Safety Division offers the following reminders about filing a reimbursement claim for federal school foods programs:

- Claims are due by the 10th of the month following the claim month and will be paid during the month of submission.
- Claims can be submitted starting on the 1st day of the month following the claim month.
- All claims must be submitted within 60 days from the last day of the month of claim. Claims submitted 60 days past the end of the claim month will not be paid.
- Claims cannot be submitted for the current month or the month ahead.
- Claims for months with less than 10 serving days (for example June combined with May or August combined with September) should be combined with the previous or following months claim and submitted as one reimbursement except in cases that the claim exceeds 30 days. A reimbursement claim cannot exceed 30 days.

OPI Contact: [Teresa Motlas](#), (406) 444-2501 or tmotlas@mt.gov

Useful Links

State Entitlement Payments to Schools:

<http://www.opi.mt.gov/PUB/School%20Finance/Payments/>

School Accounting: <http://www.opi.mt.gov/SchoolFinance/Acct.html>

Forms and Publications: <http://www.opi.mt.gov/SchoolFinance/Enrollment.html>

Pupil Transportation: <http://www.opi.mt.gov/PupilTransport/index.html>

Enrollment and ANB: <http://www.opi.mt.gov/SchoolFinance/Enrollment.html>

Tuition: <http://www.opi.mt.gov/SchoolFinance/Forms.html>

Audit Information: <http://www.opi.mt.gov/SchoolFinance/Audit.html>

School Finance Calendar: <http://www.opi.mt.gov/calendar/calendar.php?calendar=2>

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Happy New
Year!



From your friends in the
School Finance Division!